

PUBLIC VIEW MINUTES OF MEETING

Company Number: 07743523

Meeting title: Meeting of the Our Lady of Lourdes Catholic Multi-Academy Trust Executive Committee

Date and time: Thursday 20th March 2024 at 2.00 pm

Location: Loxley House, Nottingham

Membership

'A' denotes absence

'LA' denotes late arrival

Foundation Directors:

Mr Nigel Stevenson (Chair)

Ms Sue Dryden (Co-Vice Chair) (SD)

A Fr John Kyne (JK)

Mrs Ann Neale (AN)

Mrs Lisa Walton (LW)

Mrs Linda Heaver (Co-Vice-Chair) (LH)

Mr Graham Green (GG)

Mrs Jennifer Johnson (JJ)

Mr Gerard Cadwallader (GC)

Mrs Sarah Hallam (SH)

In attendance

Mr James McGeachie (CEO)

Mrs M Dales (Deputy CEO)

Mr D Moore (Trust COO)

Mrs Mary Robson (Trust HR Director)

Mrs K Rich (Co-Company Secretary)

Mrs V Scarff (Marketing Manager)

Mrs V Scott (Clerk to the Executive)

Action

EC/19/24

Welcome & Introductions

The Chair welcomed all present to the meeting.

Apologies for absence

Apologies for absence were received from Fr John Kyne (Church business).

It was **RESOLVED** to accept the apologies.

A quorum was present for the meeting.

RESOLUTION

EC/20/24

Opening prayer

The meeting opened with the Trust prayer.

EC/21/24

Conflicts of interests and business & pecuniary interests

The Chair declared that he is a Director at Nottinghamshire County Council (NCC) and Finance Director for the NCC pension scheme.

AN declared that one member of her family is employed at a Trust school.

SH declared that she is employed by Lloyds Banking Services and declared an interest in anything related to banking services.

There were no other declarations, either direct or indirect, for items of business on the

agenda.

EC/22/24 Correspondence

• Letter regarding SHS

The CEO explained that communication to the Chair had been received from the Department for Education (DfE).

The Chair had responded to the letter and no further response had been forthcoming from the DfE.

Q. The Directors enquired whether there was an increasing risk of complaints against schools.

A. The CEO confirmed that there was an increased prevalence of complaints nationally. This risk was mitigated via the Trust Complaints Team who ensure that the Trust follow procedure. The CEO confirmed that Stage 3 complaints went to a panel which comprised of governors and Directors who had received specific training in this area.

Q. The Directors questioned whether the complaint had been through the Trust Stages 1-3.

A. The CEO confirmed that it had.

Q. The Directors queried whether there was an increase in complaints with the prevalence of SEND.

A. The CEO advised that SEND had always given rise to a higher number of complaints and this number remained high. The Deputy CEO confirmed that the Trust had not received an increase in complaints linked to SEND. KR confirmed that the Diocese were exploring the Complaints Procedure, which would be brought to the CMAT Chairs.

EC/23/24 Minutes of the previous meeting held on Thursday 8th February 2024

The minutes of the previous meeting held on Thursday 8th February 2024, having been circulated on Trust Governor were **AGREED** and **CONFIRMED** by the Chair.

➤ Matters Arising

EC/09/24 – AGM Meetings - The COO confirmed that he had amended the document and would share this with Directors. **DM**

EC/12/24 – Safeguarding & Letting of School Buildings – The Deputy CEO and The COO agreed to explore this further. The Deputy CEO advised that any school lettings should follow the Trust Lettings Policy. **DM/MD**

All other matters were complete or to be dealt with in the agenda.

It was

RESOLVED to accept the minutes as a true and accurate record of the meetings. **RESOLUTION**

EC/24/24 Reports and Minutes of Sub Committee Meetings

➤ HR & Pay Committee

The minutes of the meeting held on Wednesday 22nd February 2024 were received, having been previously circulated on Trust Governor. SD explained that the committee had focussed on pay. Other items would appear later on the agenda at this meeting.

➤ Finance & Estates Committee

The minutes of the meeting held on Wednesday 13th March 2024 were received, having been previously circulated on Trust Governor.

GG explained that areas highlighted included the Recovery Plan, the Secondary School Consultation document and the education of LGBs on school finance reports.

➤ **Audit & Risk Committee**

The minutes of the meeting held on Thursday 14th March 2024 were received, having been previously circulated on Trust Governor.

AN explained the key points of the meeting included SCR Reporting at St Norbert's Spalding and Internal audit reports from Wylie Bisset on GDPR and Business Interests.

➤ **Catholic Life and Mission**

No meeting in this cycle.

➤ **Standards**

No meeting in this cycle.

There were no further Directors' questions.

The Chair thanked the Committees for their reports and their hard work.

The Directors

RESOLVED to accept the minutes as true and accurate record of the Sub-Committee meetings.

RESOLUTION

EC/25/24

Legal & Regulatory

➤ **LGB Chairs - update**

KR advised that there were no changes to report for this meeting.

The Chair explained that he and KR were meeting regularly with Mr Peter Giogio to explore the work and arrangements for LGBs.

KR advised that she was investigating methods of sharing LGB good practise.

EC/26/24

Report from the Chief Executive Officer

The following documents were tabled:

- CEO's Report – March 2024
- Trust Strategic KPIs Report – March 2024
- Secondary Staffing Consultation Report – March 2024
- Marketing Report – March 2024

➤ **CEO's Report**

• **Inspections (Confidential items redacted)**

CSI Inspections: the Directors noted the CSI inspections that had taken place. Full details were provided at the meeting.

Ofsted Inspections

The CEO reported that there had been 4 new **Ofsted** inspections across the Trust. : the Directors noted the Ofsted inspections that had taken place. Full details were provided at the meeting.

Q. The Directors queried how many schools had received an Ofsted inspection since the commencement of the Trust in 2018.

A. The Deputy CEO advised that there had been 30 inspections since 2021.

The CEO **commended** the work of the Deputy CEO and the DPS Team in supporting schools through Ofsted.

- **Trust Strategic Plan - KPIs/ monitoring**

The CEO explained that the Trust KPIs were allocated to Committees who rag rated them. Red or amber items were then recorded in the Committee minutes. There were no red items on the Trust KPIs. A Summary of the Committee KPIs was presented to the Board and the CEO explained that an **amber** rating denoted those KPIs that were behind schedule or where there were some concerns. Full details of progress were provided at the meeting.

- **Support for Other Trusts**

The CEO explained that work was underway with 3 Other Trusts/ Diocese.

Q. The Directors enquired why OLoL had held an immersion day on behalf of the CEO of St Thomas.

A. The CEO explained that the Bishop had encouraged CEOs to speak to OLoL. This had given rise to the Immersion Day.

- **Secondary Staffing Consultation (Confidential item redacted)**

The CEO explained that a consultation had been launched across all the Trust secondary schools based on 3 themes:

1. To align non-contact time at 12% across all schools
2. Remove “curriculum bonus” with the timetables- so increased classes but remains within the DfE targets.
3. Leadership Time adjusted to align senior and middle leadership time at 12% of the total teacher FTE.

The CEO advised that the impact in general at schools was that teachers would work to teach more lessons with more children in classes.

Feedback to date was dominated by one school, that was the school furthest from the target metrics.

LH highlighted that the DfE ESFA figures were below those applied by the Trust. The Chair advised that feedback from regional representatives would be important from the HR Director.

The Directors **initiated a discussion** relating to the national and financial position surrounding education in the current times.

- **Marketing Report**

(3.00pm The Marketing Manager joined the meeting)

The Marketing Manager explained that the Marketing Department had supported with marketing as follows:

Recruitment Fairs: The impact had been an increase of 700 people visiting the Work with Us webpages.

Social media: increased data was shared. The Marketing Manager advised that 40% of Instagram and Linked In accounts that viewed Trust posts were non-followers. Posts featuring schools gave rise to higher engagement than those from Central teams.

KPIs: The Marketing Manager explained that KPIs under the following 2 themes:

Theme 1: Follow the example of Our Lady of Lourdes by nurturing everyone in a spirit of

compassion, service, and healing (Encounter)

Theme 2: Work together so that we can all achieve our full potential, deepen our faith and realise our God-given talents (Discipleship)

- KPIs were: To promote and celebrate the successes of individuals, our schools and our Trust.
- To promote, protect and develop Catholic education across our communities.

Theme 3: Make the world a better place, especially for the most vulnerable in our society, by doing 'little things with great love'. St Thérèse of Lisieux (Missionary Discipleship)

- Expand and develop our internal and external relationships, particularly with our parishes, so that we can share our strengths and learn from others.
Ensure that the views of all groups within our Trust community help to shape and
- develop our Trust.
- Actively encourage others to share our values and live them.

The Marketing Manager explained the priorities for each KPI, progress made, exceptions and mitigations relating to teach KPI. These were not RAG rated.

Work with low PAN schools: YouTube advertising had 150 click throughs to school websites, on average per school.

Trust Newsletter: Marketing had created several touchpoints of engagement with schools and Heads, including SWAY, HT briefings, emails. Work was also underway to engage more closely with the Diocese.

School Prospectus: had led to a 40% increase in admissions for schools. 47% of schools had a prospectus, and for low PAN schools this was also available in hard copy.

Q. The Directors requested an update on school signage.

A. The Marketing Manager advised that the original signage company appointed had gone into administration in December 2023, however a new supplier had been found and a speedy resolution was anticipated.

Q. The Directors queried how well schools engaged with supplying the Trust with material for the newsletter.

A. The Marketing Manager advised that along with Tina Cox she had compiled a toolkit around how to engage with marketing, which would be shared with all schools.

The Chair thanked the Marketing Manager and the CEO for their reports.

Chief Operating Officer's Report (Confidential items redacted)

The following documents were tabled:

- Board Members' Monthly Finance Pack – March 2024
- Progress against the Financial Recovery Plan – March 2024
- **Board Members' Monthly Finance Pack – January 2024 (reporting to the end of November 2023)**

The COO explained that the Budget Report showed an in-year deficit which was an improvement on the projected £6.6M.

➤ **Progress against the Financial Recovery Plan**

The COO explained that the original budget had been set at a deficit based on no action. The Recovery Plan was in place for the current academic year aiming for a defined deficit.

The Recovery Plan figures had been the submitted budget.

The COO explained that employer's pensions contributions were increasing by 5%.

Mr Green commended the speed, identification and implementation of work carried out by The COO and Mrs Abbott.

The Chair thanked the COO for his reports.

EC/28/24 HR Director's update (Confidential items redacted)

The following documents were tabled:

- Report on HR & Payroll Systems and Performance

Mrs Robson explained that a letter for the Support Staff Pay Award had been received. She advised that work was still on-going to implement the HR & Payroll system. The recruitment tool was also looking to be replaced.

Confidential Casework update – item redacted

EC/29/24 Safeguarding

The following documents were tabled:

- Safeguarding Report Part A – March 2024

- **Safeguarding Report Part A**

The Deputy CEO had circulated her report on Trust Governor and to Committees.

Part A - updates had been highlighted for the Directors' ease of reference.

The Deputy CEO reported that a Safeguarding Manager had been appointed and would be in post in the next week.

LADO Referrals – LADO was now closed and completed.

LA Responses to audits – The Deputy CEO confirmed that no responses had been received from LAs except Nottingham City Council, who had expressed a concern over not seeing the Trust Audits. This had been resolved.

The Chair thanked the Deputy CEO for her report.

EC/30/24 Governance

- **Chairs' Symposium feedback - from meeting on Tuesday 5th March 2024 (Nigel Stevenson) (next symposium: Wednesday 1st May 2024)**

The Chair reported that the Chairs' Symposium had focused on Managing Complaints and Managing Behaviour and Exclusions with presentations from The Deputy CEO and Mr della Spina. The Chair recommended keeping agenda formats short.

Q. The Directors queried how many schools were not represented at the symposiums.

A. KR advised that 4 schools had never attended any Symposium.

Q. The Directors requested that their link Directors were informed.

A. KR agreed to share data with the relevant link Directors.

KR

Next topic: SEF/SDP (priorities and impact)

- **In-person Symposium meeting – June 2024**

The Chair thanked KR for circulating the meeting invitation.

KR explained that a survey had been circulated to 160 people and 40 had responded.

Thursday 20th June 2024 was the proposed date for an in-person symposium at Holy Trinity School from 4pm to 6pm.

Q. The Directors questioned how Chairs had responded to having a Director present in the breakout rooms.

A. KR explained that there had been a mixed responses from schools. The Chair suggested that Directors did not join break out rooms at every meeting.

Q. The Directors enquired whether the schools that didn't attend the Symposium were also those who had low mandatory training completion levels.

A. KR agreed to share the requested data.

KR

➤ **CMAT Chairs' update (Nigel Stevenson)**

The Chair reported that the CMAT chairs had met on 13th March 2024. Key points arising were as follows:

- Employee Growth and Development Programme
- Exit Interviews
- Staff Surveys
- CMAT Governance
- Transfer of maintenance staff
- Parent governors - may not be grandparents.
- Foundation Director training – The Chair **requested** that Directors contact him with suggestions for Director training.
- Authority in signing for contracts – to be made clear to staff through the SoD. The COO advised that the Trust had a lunched an interim measure for staff to access “How to” guides. GG **agreed that** Finance & Estates would have oversight of this.

➤ **Letter from the Members**

The Directors expressed disappointment with the response from the Members. It was felt that the feedback was not differentiated for the Trust and did not reflect the Directors' hard work.

➤ **Annual meeting schedule**

KR requested suggestions from the Directors for subjects to be covered at the Chairs' Symposium. Finance, Good Governance and Chairing were suggested.

KR presented the annual meeting schedule for 2024-25. The Directors **agreed** the schedule.

Resolution

Q. The Directors enquired whether meetings could be spread out more across the year for 2025-26.

A. The Chair explained that this would be discussed again at the July meeting.

➤ **Chair & Vice-Chair role descriptors (ERG Action Plan response)**

The Chair explained that at the ERG Mr Mark Blois had identified that the role of the Vice Chair should be defined.

The Directors **RESOLVED** to agree the role descriptor for the Co Vice-Chairs.

Resolution

EC/31/24

Director Visits to Schools

➤ **Director Visits to Schools Programme updates (verbal)**

KR confirmed that all visits had taken place, and the Pentecost list would be circulated. The CEO explained that HT's feedback had been positive, and they were very grateful to

receive Director visits.

Q. The Directors queried whether there were different approaches for visits to schools as opposed to visits to see Chairs.

A. The Chair advised that Director Visits could be undertaken at any school and were a general visit to the school and Head, not LGBs. KR confirmed that following the general link visits, Directors would mainly be meeting with Chairs and LGBs.

➤ **Link Director Visits Update LGBs (verbal) – matters arising**

- JJ – reported on her visit.
- LW reported on her visit.

EC/32/24 Other Matters

None arising for this meeting.

EC/33/24 Policies

From the HR Committee:

- Early Careers Teachers Policy
- Code of Conduct – *no material changes – but will be reviewed when any new KCSIE updates were received. It will be returned to committee if there are any updates.*
- Annual Leave Policy - *had been agreed – no changes – just branding.*
- Disciplinary Policy & Procedure – *no content changes – just a change to the review timescale – extended as agreed by union colleagues to Pentecost 2025.*
- Grievance Resolution Policy & Procedure - *date removed – policy extended to Pentecost 2025*

From the Finance & Estates Committee:

- Fixed Asset Policy
- Smoke Free policy

From the Audit & Risk Committee:

- Data Protection Policy
- Parent Carer Privacy Notice
- Pupil Consent Form - *KR had added additional wording as per Directors' request.*
- Pupil Privacy Notice
- Recruitment Privacy Notice
- Subject Access Request Policy – *amendment to policy*
- Workforce Privacy Notice
- Trust Health & Safety Policy

The Directors

RESOLVED to APPROVE all the 9 above policies from the Committees.

RESOLUTION

EC/34/24 Dates of Next Meetings

Meetings follow the OLoL 2023-24 Schedule and will take place at 2:00 pm on the following dates:

- Thursday 23rd May 2024 - The Lawn, Lincoln

- Wednesday 17th July 2024 – Loxley House, Nottingham

EC/35/24 Determination of confidentiality of business

The Committee considered whether anything discussed during the meeting should be deemed confidential. It was

RESOLVED those items concerning the Ofsted and CSI outcomes not yet published, Finance reports, Case work item, Consultation discussion and HR TURA information

would all **REMAIN CONFIDENTIAL** and excluded from any minutes to be made available for public inspection. All meeting papers remain confidential.

EC/36/24 Closing Prayer

The meeting closed with a prayer led by The CEO.

The meeting closed at 4.27 pm.

Signed:.....(Chair)

Date:.....